

DDA 87-1633
7 August 1987

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 7 August 1987

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✓ 4. On 3 August, OL completed the relocation of the Foreign Broadcast Information Service to floors two and three of [REDACTED]

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✓ 5. OL has leased an additional 2,700 square feet on the first floor of [REDACTED] to accommodate the Office of Security Polygraph Division files. The lease takes effect on 15 September and will extend to 31 August 1991.

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✓ 6. On 4 August OL successfully transmitted a Foreign Broadcast Information Service (FBIS) Daily Report from [REDACTED] to the Printing and Photography Division at Headquarters via the new fiber optic data link. Within a month, all FBIS Daily Reports will be produced in this manner, resulting in higher quality publications.

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8. OS has begun certification of typewriters at the new Plain Text Processing Equipment facility. Seven to eight units per day are being inspected and certified, and this figure is expected to increase rapidly as technicians become more familiar with inspection techniques. Certification of copiers is expected to begin by 10 August.

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10. A member of the Office of Medical Services (OMS) is developing a program of instruction for a medical training program to be conducted in the

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11. The first pilot running of the Agency's Tuition Assistance Program resulted in offers of senior year tuition payments to 10 of the 22 college students who attended an 8-week Agency familiarization and orientation program. These students will then enter the Directorate of Operation's Career Training program following graduation.

12. The final 10 Undergraduate Scholar candidates completed component interviews and medical/polygraph screening. This novel program has produced some 34 highly talented minority students for Agency review with over 70 percent successfully completing the medical/polygraph review process. These candidates will be ranked and awarded scholarships prior to 30 September 1987.

13. The Office of Personnel held the third in its 1987 series of financial planning seminars this week with Mr. Eugene Fusting as the guest speaker. The seminar, entitled "Investments Under the New Tax Laws," was well received by the 100 plus attendees. Over 30 requests for the videotapes of the session have been received to date.

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15. The Office of Communications (OC) recently inaugurated an accredited Associates Degree program titled Electronic Communications Operations. The



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/ William F. Donnelly

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